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Financial Administration
RESOURCE MANAGEMENT FUNCTIONAL GUIDE
FOR CIVIL EMERGENCY MANAGEMENT PROGRAMS

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CHAPTER 1 INTRODUCTION

1-1. Purpose. This pamphlet prescribes financial management procedures for all United States Army Corps of Engineers (USACE) emergency management programs. Additionally, this pamphlet provides guidance and deployment instructions for the Resource Management Planning and Response Team (RMPRT). All information contained in this pamphlet is detailed on the RMPRT website located at <http://www.hq.usace.army.mil/cesi/RMPRT/prtmain.htm>.

1-2. Applicability. This pamphlet applies to all USACE Commands.

1-3. Distribution. Approved for public release, distribution is unlimited.

1-4. References. See Appendix A-1.

1-5. Mission.

a. The Resource Manager is responsible for providing emergency support, which may include but is not limited to establishing work items (except in the P2 environment where work items may already be established) and funding accounts; receiving and revoking allotted funds; entering commitments, obligations, and expenditure transactions; processing customer orders; and billing and collection. Additionally, the Resource Manager provides trained resource management (RM) personnel to USACE supported Major Subordinate Command (MSC)/District Emergency Operations Center (EOC), Recovery Field Office (RFO), Federal Emergency Management Agency (FEMA) Regional Response Coordination Center (RRCC), as well as the Joint Field Office (JFO) as needed.

b. The Resource Manager is responsible for ensuring changes/updates to the RM portion of the MSC/District Disaster Response Plan as needed.

1-6. Discussion.

a. Financial administration is critical for the execution of the USACE emergency management program. This pamphlet is the source for funding guidance pertaining to USACE civil works emergency operations procedures. It must be used in conjunction with Engineer Regulation (ER) 11-1-320, which provides policies pertaining to civil works emergency management programs.

b. A glossary of acronyms is provided at Appendix A-2.

CHAPTER 2

CONCEPT OF OPERATIONS

2-1. Purpose. This chapter prescribes the basic concept of operations for emergency RM support during all phases and in all appropriate locations of a disaster response mission. Additionally, guidance is provided for managing a roster of RMPRT members to include deployment in support of MSC/District Commanders. The RMPRT is comprised of qualified volunteers who have the permission of their supervisor/commander. Supervisors/commanders retain the option to withdraw members from the RMPRT. Team members will deploy immediately after notification by their EOC. Deployment normally should not exceed 30 days.

2-2. Responsibilities.

a. The RMPRT consists of individuals with skills and knowledge in budgeting or accounting with a strong background in the Corps of Engineers Financial Management System (CEFMS), and a basic understanding of ENGLink and emergency management funding procedures, particularly those outlined in Chapters 6 and 7 of this pamphlet. The responsibility of the RMPRT members is to assist the supported MSC/District Commander, through the Resource Manager, during an emergency operation. Team members should assist with timely execution of mission assignments (MA) by providing budget and accounting support until the emergency is physically and financially complete.

b. The RMPRT Leader/Coordinator from the Office of the Director for Resource Management (CERM) functions as the proponent for this document and manages the RMPRT as follows:

(1) Coordinates funding requirements for the planning and preparedness of the RMPRT with Headquarters Office of Homeland Security, Directorate of Civil Works (CECW-HS).

(2) Identifies, selects, and notifies members of selection/non-selection.

(3) Coordinates training.

(4) Coordinates with Headquarters U. S. Army Corps of Engineers Operations Center (UOC) regarding team alert and activation.

(5) Maintains coordination with HQ Office of Homeland Security with regard to relevant policy changes.

c. MSC/District Resource Manager responsibilities are as follows:

(1) Based on each individual activity's historical and projected requirements (not limited to RMPRT members):

(a) Ensures a sufficient number of persons complete the RMPRT course.

(b) Ensures a sufficient number of persons are trained to use ENGLink.

(2) Ensures highly qualified personnel are nominated for the RMPRT membership.

d. The supported MSC/District RM Office responsibilities are as follows:

(1) Provides budget formulation and execution support dealing with disasters.

(2) Determines need and requests deployment of the RMPRT.

(3) Provides oversight and assistance to RMPRT members.

(4) Ensures CEFMS access permissions are in place for RMPRT members.

(5) Provides necessary equipment and supplies as needed for the RMPRT members. See Appendix A- 4/5, paragraphs 1-5.

e. RMPRT member responsibilities are as follows:

(1) Maintains competency through experience, on-the-job training and formal training (i.e., RMPRT course and applicable ENGLink training).

(2) Notifies CERM of non-availability (i.e., retirement, resignation, illness or voluntary withdrawal from team).

(3) Updates Personal Data Sheet (PDS) including medical screening, in ENGLink.

(4) Receives inoculations as appropriate.

(5) Deploys within six (6) hours of notification.

(6) Assures items in checklist in Appendix A-5, paragraph 6, are in their possession before deployment.

(7) Participates in after-action critiques at the request of the MSC/District Commander.

(8) Participates in the review and update of this document as requested by CERM.

2-3. Deployment Procedures.

a. When the UOC is aware of an impending event, CERM should maintain close contact with the supported MSC/District RM office to determine the type of skills and number of team members needed.

b. After the requisite skills and number of team members have been determined, the supported MSC Commander must formally request assistance through their EOC to the UOC.

c. When practical, the UOC should issue an alert notice through the EOC to supporting MSC Commanders identifying required number of RMPRT members and requisite skills.

d. When a decision has been made that a specific RMPRT member will be deployed, CERM will communicate the impending deployment to the RMPRT member and the member's supervisor. Once notified of impending deployment, the RMPRT membership cannot be withdrawn except for extreme emergency or disqualification (medical or other reasons).

e. The UOC should issue activation notice through the EOC to supporting MSC Commanders identifying required RMPRT members and authorize direct coordination between supporting and supported offices.

f. The supported MSC/District should issue a government order to appropriate supporting MSC/District. RMPRT members deploying to the RRCC or JFO should report directly to the RRCC or JFO. RMPRT members deploying to the RFO or supported MSC/District should report to the RFO EOC or supported MSC/District EOC as appropriate.

g. Team members may be obligated to deploy for up to 30 days; however, this time may be extended with the agreement of the team member, their supervisor, and CERM.

h. Rotation of team members and replacements should be staggered up to three days to allow for a smooth transition. The requirement for replacement team members should be facilitated through the UOC to supporting MSC/District Commanders.

i. The supported MSC/District Commander should request redeployment of the RMPRT member through the EOC to the UOC. CERM should notify team members of authorized redeployment.

CHAPTER 3

PHASES OF A DISASTER

3-1. Purpose. This chapter prescribes procedures and recommended actions pertaining to the disaster phases as they relate to RM support and specifically to the RMPRT. To ensure financial integrity, RM presence is essential to all phases and locations of a disaster mission.

3-2. Phases.

a. Disaster Preparedness. This phase is during peacetime.

(1) Participate in training courses and workshops as identified by CERM.

(2) Maintain current fly-away notebook containing at a minimum this pamphlet, ER 11-1-320, Financial Management (FM) Annex to the National Response Plan (NRP), The Federal Emergency Management Agency's Pre-scripted Mission Assignments for the U.S. Army Corps of Engineers, RMPRT team roster, MSC/District RM/EM point of contact directory, HQUSACE & MSC telephone directory for RM, and a calendar. These documents are accessible on RMPRT web site - <http://www.hq.usace.army.mil/cesi/RMPRT/prtmain.htm> .

(3) Maintain personal fly-away-kit, which should include personal supplies, medications (minimum 30-day supply), comfortable clothes, and five white emergency operations shirts (obtained from your home organization Emergency Manager). Additionally, be prepared to bring cash (ATMs may not be initially available at the disaster site), government travel credit card, CEFMS signature card and government identification card on a chain. See Appendix A-5.

b. Pre-Event Planning/Action. This phase is after the onset of the event or prior to a Presidential Disaster Declaration.

(1) Be aware through news outlets of impending events.

(2) Ensure PDS and medical screening information is current in ENGLINK.

(3) Be prepared for notification of alert and/or activation.

(4) Upon notification from your EOC of your nomination and selection (should have ENGLink tasker), deploy to designated supported MSC/District or other assigned location. There is a possibility of deploying during a pre-disaster.

(5) To obtain access to the supported MSC/District database, notify home station IM database/UPASS administrator of requirement prior to deployment. This access is required prior to obtaining Access Request Management System (ARMS) permissions. The remote access to the supported MSC/District database you are deploying to must be requested through your home MSC/District CEFMS database and approved by your supervisor.

c. Report to supported MSC/District EOC to provide RM assistance in support of the disaster. Unless otherwise identified, your TDY supervisor should be the RM. In specific instances, i.e., deployment to the RFO, the Division Forward Commander or his designee may be designated as the supervisor/reporting official.

d. Post-Event Planning/Action. This phase is after an event occurrence or after the Presidential Disaster Declaration.

(1) Continue to provide RM assistance in support of the disaster.

(2) Prepare to transition to new TDY site or home duty station as directed by Supported MSC/District or CERM. This may include briefing to the incoming RMPRT member or the MSC/District at the emergency office overseeing the event, i.e., JFO, RFO or MSC/District EOC. Provide input to the after-action report. Upon return home, notify supported district EOC of safe arrival.

e. Lessons Learned/Remedial Action.

(1) Team members who deployed during the preceding disaster season should meet to develop RM specific after-action items as requested by CERM.

(2) Selected team members may participate in joint FEMA/USACE and/or HQUSACE/MSC remedial action workshops as requested by CERM.

CHAPTER 4

DISASTER ASSISTANCE UNDER FLOOD CONTROL AND COASTAL EMERGENCIES (FCCE) (Public Law 84-99)

4-1. Purpose. This chapter prescribes the FM procedures for operations under Public Law (PL) 84-99 and is to be used in conjunction with Chapter 3 of ER 11-1-320. Appropriated FCCE funds will not be used for Stafford Act funded work (see Chapter 5) to include deployment of the RMPRT member to the RRCC, JFO, or RFO. FCCE, Class 200 funds should be used for activation and operation of MSC/District EOCs for all hazards.

4-2. Direct Funding.

a. Funding for these projects/events should be requested in advance indicating the purpose District Office's requests for funds must be sent through the MSC with endorsement to CECW-HS. Direct work allowances should be issued via e-mail/fax to the MSC with copy furnished via e-mail/fax to the requesting office. The Funding Authorization Document (FAD) should be issued directly to the requesting office. Sample request for funds memorandum are located in Appendix B-1 through B-5.

b. The suddenness of an event may require immediate actions by an MSC/District Commander. The following procedures are provided to ensure a site is able to begin its emergency response mission when a disaster strikes with little or no warning, i.e., an earthquake. These procedures are applicable only to emergency work funded by Category Class Subclass (CCS) 210.

(1) For Mississippi Valley Division only, flooding on the Mississippi River should result in utilization of appropriation 96X3112 funds for the Mississippi River and Tributaries (MR&T).

(2) When time or circumstance do not permit advance request of funds, while the request is being expedited, a District Commander may reprogram any category of FCCE funds up to the balance available to the District, subject to the monetary limitations in ER 11-1-320, Appendix B-1. <http://www.usace.army.mil/inet/usace-docs/eng-regs/er11-1-320/toc.htm>.

(3) Verbal authorization from CECW-HS for disaster funding may be issued and accepted during non-duty hours or in extenuating circumstances. The responsible MSC representative should prepare a written memorandum of the conversation when they receive an authorized verbal. A Work Allowance Document (WAD) may be used in lieu of a FAD during non-duty hours or in extenuating circumstances. If the action is to be forwarded to a District, the MSC representative must provide a copy of the memorandum to the EOC and the appropriate RM. The memorandum **must** include the amount of category 210 funds received, Civil Works

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Information System (CWIS) number 005480, request number, event and/or location, the name of the person providing the approval and date/time received. CECW-HS should immediately issue a written work allowance and ensure the FAD is issued via the Programs Budget and Accounting System (PBAS).

(4) As a last resort, after the sources in subparagraphs 4-2.B(1) and B(2) above are exhausted, a District Commander may, as a temporary measure, charge the site's category 210 costs to available allotment of another flood control appropriation account, i.e., 96X3121 General Investigations; 96X3122 Construction, General; and 96X3123 Operation and Maintenance, General, subject to the monetary limitations in ER 11-1-320, Appendix B-1. <http://www.usace.army.mil/inet/usace-docs/eng-regs/er11-1-320/toc.htm>.

c. To avoid delays during a disaster, it is important that funding and authorities are established in CEFMS as soon as possible. The Purchase Request and Commitment (PR&C) approvers should ensure the proper work item, work category code/elements and resource code are utilized. Utilize the basic category code in accordance with ER 37-2-10, Chapter 8 <http://www.usace.army.mil/inet/usace-docs/eng-regs/er37-2-10/>. (See Appendix B-6 through B-10 for commonly used resource codes, work category codes, and work category elements breakdown.)

4-3. Issuance/Acceptance of Government Orders.

a. Support by other USACE offices must be funded by government order. The supported MSC/District may issue no more than one government order per mission assignment to the supporting MSC/District under source appropriation 96X3125, CCS. Issue an amendment to the original government order when additional funding is required. The supported MSC/District should ensure that the government order funding is prepared with a sufficient dollar amount to include travel, per diem, rental car (if approved), labor, overtime, effective rate, general and administrative (G&A), and departmental overhead (DOH), as applicable. At a minimum, government orders issued by the supported MSC/District should contain such information shown in Appendix B-11. Transmit government orders electronically via CEFMS.

b. The government order is a customer order to the supporting MSC/District. Changes to personnel within and among assignments are permissible, provided that the total value of each customer order is not exceeded. Acceptance of the customer order must be electronically transmitted to the supported MSC/District.

CHAPTER 5

DISASTER ASSISTANCE UNDER THE ROBERT T. STAFFORD DISASTER RELIEF AND EMERGENCY ASSISTANCE ACT, 42 U.S.C. 5121, ET SEQ

5-1. Purpose. This chapter prescribes the FM procedures for operations under the Stafford Act and supplements guidance in the FM Annex to the NRP. These documents prescribe policies and procedures pertaining to the funding and financial accounting for disaster assistance under the Stafford Act. Additional information regarding disaster assistance is contained in the Emergency Support Function (ESF) #3 Field Guide and ER 11-1-320. See Appendix C1 and C2 for the commonly used funding documents used in this process.

5-2. Program Description. The Stafford Act authorizes FEMA to provide disaster response and recovery assistance to affected state(s) and local jurisdictions. It also authorizes FEMA to engage the resources of other federal departments and agencies to provide disaster assistance with or without reimbursement during a major disaster. The NRP is the planning document, which provides policy and guidance to federal agencies for implementing the Stafford Act.

5-3. Funding – Supported MSC/District.

a. A request from an authorized FEMA official to the appropriate MSC representative for USACE disaster assistance, which includes the funding authorization, is considered to be valid for reimbursable work. A district must not receive a mission assignment directly from FEMA, instead all mission assignments FEMA (Form 90-129) should be received at the MSC level and then forwarded via e-mail/fax to the supported district (See Appendix C-2 through C-5.) If the initial request is made verbally, use Memorandum for Record (MFR) format in Appendix C-6. **FEMA is the only agency from which the Corps accepts verbal authorizations. FEMA verbal authorizations will be followed up with a correct mission assignment number.** It is a preferred business practice to obtain a signature from a FEMA official, however, at the discretion of the supported district commander, the verbal mission assignment can be processed with only the USACE signature if a FEMA official is not readily available and waiting to obtain the FEMA signature would impact the execution of the mission. If action is to be executed by the MSC, ensure a copy of all MFRs or MAs are provided to the RM Office. RM must have a MFR (e-mail is acceptable) as a financial source document prior to establishing funding in CEFMS. Ensure the official copy of the MA is received within two or three days after verbal authorization (If not received by the Districts, districts should be contacting the Division. If not received by the Division, they will contact FEMA). Mission assignments may be tasked from supported MSC Commanders to supported District Commanders. Copies must be provided to the EOC and RM of the supported district. The MSC EOC is also responsible for providing a copy of all MAs and MFRs to the UOC.

b. Supported MSC/District personnel entering funding in CEFMS should have a working knowledge of the various types of disaster relief funds. This knowledge is pertinent in determining the structure of the customer order number(s) and the limitation of its usage. Each time a new program code/event number is established, FEMA will not deobligate any funds until notification of Financial Close Out is received from COE. Funds remain obligated in FEMA's Financial System and are available until final reimbursement is received. Similarly, each time a new program code/event number is established, charges for all mission assignment activities on the prior program code/event number should cease. Upon the issuance of a new mission assignment under the new program code/event number, charges will resume under the new mission assignment. Additionally, the supported MSC/District must provide appropriate funds whenever a deployed team member is reassigned to a different mission.

(1) Pre-Declaration funds are identified by program code/event number 7220-SU which may be used for up to a maximum of *seven to ten days, unless otherwise authorized in writing by FEMA to use beyond the ten days*. These funds are normally used to activate ESF #3 and may include mission specific personnel (i.e., ice, water, contracting) and the 249th Engineer Battalion (Prime Power).

(2) Emergency Declaration funds are identified by program code/event number 3XXX EM and may be expended until exhausted, directed by FEMA to terminate usage, or until a "Disaster Declaration" is declared by the President. (Note, the President also makes Emergency Declarations.) These funds are normally used by USACE to execute missions in support of the emergency response.

(3) Major Disaster Declaration funds are identified by program code/event number 1XXX-DR and will be used until completely expended or otherwise directed by FEMA. These funds are normally used by USACE to execute missions in support of major disaster response.

c. Receipt of Mission Assignments.

(1) Upon receipt of mission assignments (verbal or written), obtain P2/CEFMS work item. MSCs/Districts operating in P2 environment will establish the work item(s) in P2 and OP will transfer work items to CEFMS. Work item(s) should be given to the CEFMS fund creator. If operating outside the P2 environment, EM/RM (in accordance with business processes in effect at the site) must establish work item(s), resource plan(s), and customer order(s). All work items established in support of a FEMA mission must include the Command Indicator Code (CIC) "99FEM". Supported as well as Supporting MSC/Districts are required to use CIC code "99FEM" on all work items where the initial source appropriation is 70X0702. The CIC "99FEM" does not change from one fiscal year to another. This code identifies all FEMA

customer order bills as “special handling” and is important to the USACE Finance Center (UFC) in determining which bills are FEMA (disaster) related. CIC is also utilized by the UFC to gather the required documentation (Customer Order Detailed Costs reports) to forward to the Supported MSC/Districts.

(2) FEMA funds are ‘NO YEAR’, therefore put an estimated date on the customer order and amend the date in CEFMS if it is not financially complete by the approximate date. An amendment to that MA is not required. The date on FEMA Form 90-129 refers to the project (task) being operationally complete. If the work will not be operationally (physically) complete by the date on FEMA Form 90-129, the Mission Manager should ask for an amendment prior to the end date. If the work is physically complete, an amendment to FEMA Form 90-129 is not required.

(3) The source appropriation for FEMA mission assignments is 70X0702, Disaster Relief. The mission assignment must be financed as a “FUNDED REIMBURSEMENT” under the civil works appropriation 96X3125. **The USACE Civil Works Revolving Fund, 96X4902, will NOT be used to fund FEMA missions. Exception would be Japan and Korea Districts use 96X4902 as a carrier account for their FEMA related funding because they are Military Funded only and do not receive civil funds.**

(4) Pre-declaration mission. Upon receipt of FEMA Form 90-129, the standard format for assignment of customer order numbers should be established as follows:

SAD - 02 - FL - JEANNE
DIVISION MISSION # DISASTER STATE EVENT NAME

SAD-02-FL-JEANNE, (definition: South Atlantic Division, mission #2, Florida, Hurricane JEANNE).

(5) Verbal missions. Verbal missions are authorizations granted by FEMA on a “Memorandum for Record” (MFR). See Appendix C-6. Because mission assignment numbers cannot be provided by FEMA on a verbal mission the following procedures are established to facilitate the process of inputting verbals in a timely manner. Upon receipt of a verbal MFR, the standard format for verbal pre declaration to accommodate the time lag between a verbal and an actual FEMA mission assignment Form 90-129 will be established as follows:

(a) When entering verbal MAs received from FEMA:

(1) Insert the alpha character “V” In the Customer Order Number field in CEFMS, after the Verbal Mission Assignment Number. For example:

Customer Order Number
Pre-Declarations : SAD60FL-JEANNE-V
Emergency Declarations : SAD01PR-3222EM-V
Disaster Declarations : SAD02FL-1561DR-V

SAD - 60 - FL - JEANNE - V
Division Mission# Disaster State Event Name Verbal

SAD60FL-JEANNE-V, (definition: South Atlantic Division, mission # (this is a COE generated number of choice issued by the TL/ATL representative), Florida, Event Name (limited to the first six characters, Verbal.) Note: the “COE” is dropped when establishing the customer order number.

(2) On CEFMS screen 2.13, leave the “Customer Ref No” field blank until the official MA (FEMA Form 90-129) is received. Under CEFMS field “OTH CUSTOMER REF NO,” enter the CEFMS work item, name of the mission (i.e., Regional Activation) and event name such a “Hurricane Jeanne.” Information in the CUSTOMER REF NO and OTH CUSTOMER REF NO fields will then appear on all customer order billings associated with the mission.

(3) All verbals must cite a COE generated number issued by TL/ATL. Verbal missions. Verbal missions are authorizations granted by FEMA on a “Memorandum for Record” (MFR). See Appendix C-6. Because mission assignment numbers cannot be provided by FEMA on a verbal mission the following procedures are established to facilitate the process of inputting verbals in a timely manner. Upon receipt of a verbal MFR, the standard format for verbal pre declaration to accommodate the time lag between a verbal and an actual FEMA mission assignment Form 90-129 will be established as follows:

(b) After the FEMA Form 90-129 (Mission Assignment) is received.

(1) Enter the FEMA mission assignment number on the existing customer order in the ”Rev. MAN” field CEFMS Screen 2.13. See Table 5-1

(2) In addition, check to ensure the amount received on verbal is equal to the amount on the FEMA Form 90-129. If amount shown on MFR does not agree with amount shown on FEMA Form 90-129, simply make an increase or decrease to adjust the funding in CEFMS to match amount shown on the official MA. (Verbals are preliminary estimates only) This verbal mission assignment will be followed up by a Mission Assignment (MA) within 2-3 days. The MA Number is subject to change and if different, will be entered in the revised MA field on the

customer order.screen in CEFMS. Also, in the remarks section of the CEFMS customer order screen, the MSC/District will be required to explain any differences in dollar amounts, MA numbers and date changes. This will track verbal MAs with the actual MAs received from FEMA. Monthly progress and reconciliation reports to FEMA will be done through FEMA's website located at: www.fema.gov.

Table 5-1 CUSTOMER ORDER – ORDER INFORMATION Screen 2.13

<i>CEFMS FIELD TITLE</i>	<i>INFORMATION TITLE</i>	<i>SAMPLE ENTRY</i>
CUSTOMER ORDER NO	STANDARD MISSION ASSIGNMENT NO.	SAD60FL-JEANNE-V
Revised Mission Assignment #	Actual Mission Number	7220SU-FL-COE-SAD-60
CUSTOMER REF NO	ACTUAL MISSION ASSIGNMENT NO. FEMA'S FUND CITATION	7220SU-FL-COE-SAD-02 2004-06-7220SU-9044-2508-D
OTH CUSTOMER REF NO	MISSION NAME EVENT NAME	REGIONAL ACTIVATION HURRICANE JEANNE

(5) Emergency Declaration (post declaration). Upon receipt of FEMA Form 90-129, the standard format for mission assignment customer order numbers should be established as follows:

SAD - 01 - PR - 3222EM
DIVISION MISSION # DISASTER STATE EMERGENCY PROGRAM CODE

SAD-01-PR-3222EM, (South Atlantic Division, mission #1, Puerto Rico, Emergency Program Code.)

(6) Major Disaster Declaration (post declaration). Upon receipt of FEMA Form 90-129, the standard format for mission assignment customer order numbers should be established as follows:

SAD - 02 - FL - 1561DR
DIVISION MISSION # DISASTER STATE DISASTER PROGRAM CODE

SAD-02-FL-1561DR, (definition: South Atlantic Division, mission #2, Florida, Disaster Program Code.)

a. After the customer order number has been properly structured, include additional information on CEFMS Screen 2.13, Customer Order - Order Information Screen (see Table 5-2). Under "CUSTOMER REF NO" field, enter the *actual* mission assignment number, and FEMA's fund citation as shown on FEMA Form 90-129. Under CEFMS field "OTH CUSTOMER REF NO," enter the name of the mission first (i.e., Regional Activation) and event name such as "Hurricane Jeanne." This information will then appear on all customer order billings associated with the mission.

Table 5-2 CUSTOMER ORDER – ORDER INFORMATION Screen 2.13

<i>CEFMS FIELD TITLE</i>	<i>INFORMATION TITLE</i>	<i>SAMPLE ENTRY</i>
CUSTOMER ORDER NO	STANDARD MISSION ASSIGNMENT NO.	SAD-02-FL-1561DR
CUSTOMER REF NO	ACTUAL MISSION ASSIGNMENT NO. FEMA'S FUNDS CITATION	1561DR-FL-COE-SAD-02 2004-06-1561DR-9044-2508-D
OTH CUSTOMER REF NO	MISSION NAME EVENT NAME	REGIONAL ACTIVATION HURRICANE JEANNE

b. Each MA is issued for a specific mission and may be amended by FEMA to increase or decrease funding or change the project completion date. The MA funding is subject to provisions of the Anti-Deficiency Act and will only be used for the specified mission.

c. Requests for additional funding must be timely to preclude work stoppage. Such requests to FEMA are made by the ESF#3 representative.

d. The supported MSC/District **will** issue only one government order per FEMA mission assignment per supporting MSC/District. At a minimum, government orders issued by the supported MSC/District should contain information shown at Appendix C- 7. Government orders should not reflect individual names on line items, Additional information (i.e. names, tasker #, etc.) will be entered in the remarks section of the government order. An ENGLINK tasker for a selected employee must exist before a government order can be issued. Changes to an employee's mission must be supported by an amended ENGLINK tasker and the supported MSC/District must issue or amend the government order as appropriate.

e. The 249th Engineer Battalion (Prime Power) is activated and funded by FEMA as part of a mission assignment under an ESF #3 mission. The supported MSC/District will transmit a government order to EROC code W3.

f. If a RMPRT member is redeployed from the RRCC or JFO to the RFO and works two or more missions simultaneously, the member should continue to charge to the activation mission; however, if the RMPRT member works only one mission at the RFO, the member should charge to that mission. When a RMPRT member is redeployed to the supported MSC/District EOC, the funding should change from the activation mission (FEMA funding) to 96X3125, category 210; however, RMPRT members at their home station should charge in accordance with the Direct Charge Matrix, Appendix C-8 through C-14.

g. Unliquidated obligation reviews should be performed as often as required but no less than every 90 days from receipt of initial funding.

5-4. Funding –USACE Supported MSC/District Verbal Memorandum for Record for Supporting MSC/District

a. In the event the Department of Homeland Security Federal Emergency Management Agency (FEMA) requests disaster assistance support requiring USACE personnel to travel with notice of 24 hours or less, the following process is **available to the supported district only after receipt of a Verbal/Mission Assignment from FEMA. This process only applies to individuals (early responders) leaving with 24 hours or less notice, after receipt of a Verbal/Mission Assignment from FEMA. After 24 hours, a “Verbal MFR” from supported to supporting activity is no longer valid.**

b. Once a FEMA Verbal/Mission Assignment has been received, the supported MSC/District may issue a verbal Memorandum For Record (MFR) to a supporting MSC/District for early responder(s) to depart. The supporting MSC/District must receive the Government Order (GO) from the supported MSC/District through CEFMS within 48 hours after issuance of the “Verbal MFR” from the supported MSC/District. If the GO has not been received within the time frame provided, the supporting MSC/District must contact the Chief, Emergency Management and/or the Chief, Finance and Accounting Office from the supported MSC/District and obtain the GO. After the supported MSC/District has officially recorded the GO in CEFMS, they will attach the “Verbal MFR” behind the GO for supporting documentation and future audit purposes. The supported MSC/District must establish a log sheet to ensure funds control. Also, in order to establish a clear audit trail of the “Verbal MFR” from the supported MSC/District, the supporting MSC/District upon receipt of the GO from the supported District must record the customer order in CEFMS and enter the tracking number in the field “Revised Mission Assignment (rev. man.) located on the Customer Order screen, 2.13 directly under Customer Order Number) and enter **“Verbal MFR”** in the remarks section. Included in the “Verbal MFR” form is the mission assignment number, event name description, disaster state, time, date, and estimated completion date, amount authorized and tracking number. The USACE memo authorizing a “Verbal MFR” is provided at Appendix C-28 and a sample “Verbal MFR” requiring both the signature of the Chief, Emergency Management and the Chief, Finance and Accounting Office and/or his/her designee(s) is provided at Appendix C-29.

5-5. Funding – Supporting MSC/District.

a. The supporting MSC/District will receive only one customer order from the supported MSC/District per FEMA mission assignment. The customer order should be received by the Supporting MSC/District for emergency assistance via CEFMS electronic transmission. If additional funding is required, an amendment to the original customer order will be issued. Supporting MSC/District(s) receiving work from a supported MSC/District **must also use the CIC “99FEM”** when establishing work items. Work items established in the P2 environment must also be coded “99FEM” in CEFMS.

b. Labor and travel costs incurred by individuals from supporting activities will be charged to the appropriate FEMA mission.

c. The supporting MSC/District should record each customer order as intra-Corps “automatic” reimbursable work under financing appropriation 96X3125. The source appropriation for the supporting MSC/District is 96X3125 and the initial source appropriation is 70X0702.

Table 5-3 CUSTOMER ORDER – ORDER INFORMATION Screen 2.13

<i>CEFMS FIELD TITLE</i>	<i>INFORMATION TITLE</i>	<i>SAMPLE ENTRY</i>
CUSTOMER ORDER NO	GOVERNMENT ORDER NO.	WB0YH282807777
CUSTOMER REF NO	ACTUAL MISSION ASSIGNMENT NO. FEMA’S FUNDS CITATION	1561DR-FL-COE-SAD-02 2004-06-1561DR-9044-2508-D
OH CUSTOMER REF NO	SUPPORTING MSC/DIST’S WORK ITEM MISSION DESCRIPTION EVENT NAME	031X46 REGIONAL ACTIVATION HURRICANE JEANNE

d. If there is a change of mission for an employee, the supported MSC/District should issue or amend the government order as appropriate prior to the end of the pay period of the mission change. The supporting MSC/District is issued a new work item for the new mission, if necessary.

e. Unliquidated obligation reviews should be performed as required, but no less than every 90 days upon receipt of initial funding.

5-6. Funding – USACE Verbal Memorandum For Record for Supporting MSC/District.

a. Once the “Verbal MFR” form has been received from the supported MSC/District, the early responder must have written authorization from the UOC (USACE Emergency Operations Center) indicating he and/or she is an early responder pursuant to the Verbal/Mission Assignment from the Department of Homeland Security (FEMA). When the Emergency Management Office receives the “Verbal MFR”, they must immediately provide a copy to the Resource Management Office for supporting documentation. The early responder must obtain confirmatory travel authorization as provided in the memorandum dated 03 April 2006; subject: Confirmatory Travel for First Responders During a Disaster. See Appendix D-7/8. When recording the customer order in CEFMS the tracking number must be entered in the field Revised Mission Assignment (rev. man. located on the Customer Order screen, 2.13 directly under Customer Order Number) and “**Verbal MFR**” must be entered in the remarks section. Once completed, a copy of the

customer order and the “Verbal MFR” must be retained for supporting documentation and audit purposes. Once the supporting MSC/District has recorded the (CO) in CEFMS the Resource Management office must set up work item(s) entering “Verbal MFR” in the description. Once funding has been established, the individual and/or designated person in the Emergency Management Office must create Labor Purchase Request & Commitments (PR&C’s), and input the early responder(s) confirmatory travel orders in CEFMS. **Note: It is imperative that Emergency Management and Resource Management coordinate with each other for this process to succeed. A “Verbal MFR” will not be accepted by the supporting activity after 24 hours.**

5-7. Eligible/Ineligible Costs.

a. Consideration for purchases of non-expendable items should be based upon immediate validated need taking into consideration that this is a temporary situation and that other agencies may have supplies available. FEMA approval is required prior to taking any action.

b. Acquisition of expendable equipment/supplies must be supported with written justification and coordinated with the ESF #3 Team Leader and FEMA and processed through the deployed logistics office. When preparing PR&Cs for government card purchases, Supported and Supporting MSC/Districts must be specific in itemizing the specific purchases being made. It is critical that the line item description(s) list the detail items/services being requested. For example, a line item description such as “*Hurricane Ivan Voyager/Visa Expenses*” is insufficient in describing the government card purchases.

A proper description would be to identify the items such as portable light towers, generators, windshield wipers for RRVs, ECCVs, preventive and scheduled maintenance costs (oil, filters, belts), etc., on the line item description of the government credit card PR&C. The proper identification of PR&C line item descriptions becomes a critical issue when requesting reimbursement from FEMA.

c. Awaiting Decision on payment of interest penalties.

d. See reference ER-11-1-320, Appendix E, for additional information. See Appendix C-27 for eligible/ineligible reimbursement for specific items. Safety Shoes will normally be reimbursed up to \$120 and are not required to be turned in. For specifics regarding Safety Shoe reimbursement see Appendix C31-C35.

5-8. Billing Procedures.

a. Supported MSC/District receiving missions from FEMA are required to bill FEMA directly. All bills should be mailed to FEMA’s Disaster Finance Center (DFC). See page 5-10 for the mailing address.

(1) Ensure the required **supporting documentation** along with the **Mission Assignment Reimbursement Transmittal Form** are submitted to FEMA by the tenth workday. Supporting documentation includes:

(a) **Supported MSC/District's documentation:** DA Form 4445-R and Customer Order Detailed Costs report (CUORDERD) for work performed by the Supported Activity. (These documents are to be printed on the third workday of each month.)

(b) **Supporting (performing) MSC/District's documentation:** DA Form 4445-R and Customer Order Detailed Costs report (CUORDERD) for work performed by other Corps activities. (Note: Whenever work is done by other Corps Activities, FEMA requires the same documentation required of Supported Activities (except for the Reimbursement transmittal form and signature) such as the detailed breakdown of costs i.e. travel, labor, contractual services, etc. *USACE Finance Center is responsible for providing this documentation to the Supported MSC/District on a monthly basis (by the 5th workday).*

(c) **Other Federal Agency (OFA) Documentation:** If work was assigned to another Federal agency such as the Department of Interior, Defense Contracting Audit Agency (DCAA), Defense Civilian Pay System (DCPS), Office of Personnel Management (OPM), Forestry, etc., their bill and detailed cost ledger are also required prior to submitting reimbursement requests to FEMA. In addition, OFAs are required to complete Appendix C-17 <http://www.fema.gov/pdf/ofm/transmittal.pdf> and submit to the Supported MSC/District for approval. This form is not to be sent directly to FEMA by another OFA, but will be provided to the supported MSC/District office. OFAs may not always provide the documentation in a timely manner; therefore, supported MSC/Districts must contact the OFAs to obtain the required documentation prior to submitting bills to DFC.

(2) **Mission Assignment Reimbursement Transmittal Form (see appendix C-15 through C-16):** This form must be completed only by the Supported MSC/District upon requesting reimbursement from FEMA. This form must be signed by an individual who is authorized to certify that the charges being billed against the FEMA mission(s) are valid and are in accordance with governing regulations. (Note: Supporting "performing" MSC/Districts must not complete this form.) For more details on FEMA billing: www.fema.gov/ofm/ofed_agencies.shtm.

(3) Submit bills (with supporting documentation and Mission Assignment Reimbursement Transmittal Form) to FEMA by the 10th workday of each month. Enclose one bill per envelope and forward to:

ROUTINE MAIL

FEMA, Disaster Finance Center, Bldg 708
OFA Payments Section or
P. O. Box 800
Mt. Weather, VA 22611-0800

EXPRESS MAIL

FEMA, Disaster Finance Center, Bldg 708
OFA Payments Section
19844 Blueridge Mountain Rd.
Mt. Weather, VA 22611-0800

(4) Resolve any disputes regarding the preparation or submission of bills through the RM. Resolve any disputes regarding technical issues concerning the emergency support mission through the EM.

(5) Submit the final bill using the checklist at Appendix C-18 no later than 90 days after completion of the mission assignment or upon written notification from FEMA that the mission assignment is terminated. Bill of Lading and transfer of property must be attached to each invoice containing accountable property as FEMA policy requires proof of disposition prior to reimbursement. In addition to submitting invoices to FEMA, a file copy should be retained as well as supporting documents and a copy provided to RM.

5-9. Financial Closeout.

a. EM is responsible for notifying FEMA and RM when the work is completed. RM will maintain a copy of the physical close out memorandum on file. In order to initiate financial close –out, obtain a signed physical close out memorandum from the Division EM Office. All physical closeouts will be done by an ESF #3 Team Leader/Alternate Team Leader and sent to the Division once it is signed by FEMA.

b. EM/RM should de-commit and de-obligate all remaining funds pertaining to the mission assignment after receipt of a deobligation amendment from FEMA.

c. RM should issue a government order close-out memorandum to supporting MSC/District related to the mission assignment. See sample format at Appendix C-19.

d. The responsible employee should remove PR&C authorizations from the funded work items.

e. The supported MSC/District must issue a financial close out memorandum via RM to FEMA. See sample financial close out memorandum and checklist at Appendix C-20/21.

f. Ensure credit balances are resolved and refunded to FEMA. The Finance Center is responsible for sending refund checks to FEMA.

(1) Although credit bills in CEFMS may be created due to over billing over payments, cost transfers, and other in-house adjustments, etc., These bills are not typically generated prior to submitting a final bill to FEMA.

(2) The same documentation required for debit bills is also required for credit bills. See Appendix C-18.

(3) See SOP number UFC-16, dated 26 April 2004 for further guidance. See Appendix C-22 through C-25.

g. . Once physically complete, a review will be performed by Emergency Management, Resource Management, Contracting, Construction, and the Mission Manager to determine if funds can be partially returned to FEMA. Continue to do monthly progress reports to FEMA until mission is closed at the website locates at: www.fema.gov . A letter for Partial Return of Funds to FEMA will be completed; Sample Memo, Appendix C-30. Mail original to FEMA, e-mail copy to Division EOC, and keep a copy in the MA notebook. (The partial return of funds to FEMA should go directly to the specific FEMA Region responsible for the Supported MSC/ District's missions. This request should not go to the FEMA Finance Center in Berryville, VA.) Do not remove funds out of CEFMS until receipt of the FEMA Form 90-129 reducing the funds.

h. Financial closeout should be accomplished as soon as possible, but NLT 90 days after mission completion. See Appendix C-26 for sample letter for return of excess funds to FEMA.

i. In the case of litigation costs, close coordination between RM, EM and Office of Counsel is required. When FEMA's Office of General Counsel (OGC) has determined that litigation costs will be reimbursed, an Interagency Agreement will be issued by FEMA to cover litigation costs. (FEMA tracks litigation expenses by way of the IA (FEMA Form 40-3) instrument). FEMA will close a disaster mission even though litigation is pending. All requests for litigation claims reimbursement must be directed to:

DHS/FEMA OGC
500 C. Street S.W.
Washington, DC 20472
(202) 646-4163

j. RM and EM must continue to monitor the status until the bills are paid.

k. All financial records, supporting documents, statistical records, and other records pertinent to the provision of services must be retained. These records should be accessible for the purpose of audits, excerpts, and transcripts for 6 years and 3 months from the submission of the final billing.

CHAPTER 6 TRAVEL

6-1. Travel.

a. Travel arrangements should not be made by the supported MSC/District without either the verbal MFR or the Mission Assignment from FEMA.

Travel arrangements should be made by the supporting MSC/District when:

- a tasker is received from the EOC,
- authorization from your supervisor
- funding is received from the supported MSC/District or the UOC. See sample government orders at Appendix B-11 (Public Law 84-99 funded) and Appendix C-7 (FEMA funded).

b. All deploying personnel should have a government travel credit card. If you do not have

a government travel card, contact your Agency Program Coordinator (APC) to request a card. The deploying personnel have the option of requesting a credit card with or without a credit check. A restricted travel card is the only individual card that is issued to individuals who refuse credit checks. Restricted travel cards are the same in appearance as standard cards; however, they are inactive at issuance. In addition, restricted cards have a lesser credit limit than do standard cards. See local APC for most current credit limitations. At the request of the cardholder, the APC may activate the restricted card for a specific travel event. Bank of America will expedite the card to the designated area of your choice at a charge of \$20. The \$20 charge is reimbursable to the traveler. In the event ATM machines are not available or operable at the disaster site, support personnel should obtain sufficient cash prior to deployment. To have the ATM withdrawal limit raised, the team member must coordinate with their APC at his/her home duty station.

c. All travel orders should have the Variation Authorized block marked as well as having travel remarks authorizing the use of military aircraft and that government quarters and/or meals should be provided, if applicable. Dual lodging should be authorized **only in very limited situations** for the good of the mission based on "Emergency" conditions (i.e., Hotel room must be retained at the site while the traveler returns to Permanent Duty Station (PDS) due to non-availability on return). Coordination and written authorization should be done through the Emergency Manager, ESF #3, and FEMA FCO or his/her designee.

d. All entitlements (i.e., rental car, dual lodging, etc) must be authorized on government orders from the UOC or the supported MSC/District, in order to be reflected in the travel order.

e. Travelers are not entitled to reimbursement for lodging and/or meals (including meals-ready-to-eat) when furnished by the government or private entity.

f. Reimbursement should be limited to lodging plus **unless prior authorization for actual lodging expense has been authorized** by the UOC or the supported MSC/District. See Appendix D-1 through D-5 for sample formats of actual expense allowance authorization and lodging categories.

g. Travel vouchers should be submitted to the permanent duty station (PDS) EOC at the end of the TDY or every 30 days if on extended TDY (more than 30 days). Employees on extended TDY **may** be authorized a return trip to their PDS. TDY personnel should understand that the trip is to return to their permanent duty station. Neither overtime nor Compensatory Time for Travel is authorized during this process, as this travel is voluntary, not required. Airline tickets for travel authorized as part of a temporary return to PDS during extended TDY will be paid for by the mission. If authorized, the trip from the disaster site may only be to the PDS, and not an alternate destination.

h. CEFMS inaccessibility is not a valid justification for non-submittal of travel vouchers. The signed travel voucher information with travel orders may be faxed for CEFMS entry by the office designee. The traveler must forward a signed voucher with supporting documentation to the approving official as soon as possible.

i. A Direct Charge Matrix has been established to provide guidance for travel charges in support of an emergency effort under the Stafford Act. To ensure travel is properly charged, please refer to the matrix at Appendix C-8 through C-14.

j. When traveling on pre-declaration funding and an emergency and/or major Disaster Declaration is issued; a new travel order should be created to reflect the new work item. When processing travel vouchers for multiple missions, each voucher should be a "Partial" to be reimbursed correctly. See matrix in Appendix D-6.

k. If arduous travel occurs, lodging can be authorized up to 300% of the applicable lodging rate. Authorization can only be provided by a GS-15 or higher level. See HR Annex F to OPOD 2006-25 USACE Support to NRP for guidance on "arduous travel."

6-2. Travel Confirmatory Orders Memorandum For Record (Verbal MFR).

Early Responders must obtain confirmatory travel authorization as provided in the memorandum dated 03 April 2006; subject: Confirmatory Travel for First Responders During a Disaster see Appendix D-7/D-8). The individual traveler must have the following information listed below for the confirmatory travel authorization:

- a. Date requested.
- b. Date to proceed.
- c. Approximate number of days of TDY.
- d. Mode of transportation.
- e. Itinerary (To and From).
- f. Estimated costs (per Diem, Travel, Misc., Total).
- g. TDY Purpose (e.g., in response to hurricane).
- h. Verbal or Mission Assignment Number (Pre-Declaration/Emergency Declaration/Post Declaration).

Note: This information is required for legal authorization and must be provided to enter travel orders in CEFMS at a later date. For Confirmatory Order(s) there are no travel orders processed through CEFMS at the time of departure. Early Responder(s) are authorized to charge Airline Ticket(s) on their Government Credit Card. See subject memo: Use of Individually Billed Account (IBA) Government Travel Card to Purchase Airline Tickets for Emergency Operations Funded by FEMA see Appendix D-9/D-10 and D-11. .

CHAPTER 7

TIME AND ATTENDANCE

7-1. Entitlements.

a. In accordance with ER 690-1-321 and DOD Manual 7000.14-R Vol. 8, Human Resource Office (HRO) personnel at the supported MSC/District should make basic determinations as to pay entitlements of employees performing emergency assistance work, including Sunday pay, hazardous duty pay, tour of duty changes, night differential, etc.

b. The classification of the duties of a position determines the overtime pay entitlement for the employee assigned to the position. Positions are classified as exempt or non-exempt from the Fair Labor Standards Act (FLSA). Therefore, employees in their positions are either EXEMPT or NON-EXEMPT from the FLSA. In most cases, non-exempt positions are those that are technical, specialized, clerical and/or non-supervisory.

c. Non-exempt employees are covered by the provisions of the FLSA and Title V of the United States Code. Exempt employees are covered only by Title V (they are exempt from FLSA coverage). Specific USACE and FEMA guidance related to pay of exempt and non-exempt employees in support of an emergency are provided at Appendix E-1 through E-6.

d. The rules for payment of overtime and travel as hours of work differ according to an employee's FLSA status. Overtime pay for exempt employees is the higher of the overtime rate of pay of a GS-10/1, or the employee's hourly rate of pay. The overtime rate for a non-exempt employee is 1½ times the employee's hourly rate of pay. More specific guidance pertaining to travel as hours of work is provided at Appendix E-7 through E-11.

e. FLSA status is determined by the nature of duties performed by the employee, and FLSA status impacts pay. Therefore, it is imperative that deployed employees perform temporary work consistent with their official FLSA status. There are times when this is not possible. As such, employees and supervisors must be aware of the impact of exempt employees temporarily performing non-exempt work, and the less frequent occurrence of non-exempt employees performing exempt work.

f. All USACE employees have an FLSA status tied to their official position of record. When deployed on an emergency response, each employee has a position description tied to an Englink tasker. Although the Englink position descriptions have an FLSA status, employees continue to retain the FLSA status of their officially classified position of record.

g. During a deployment which is not an emergency situation (an emergency situation is defined as an existing situation that directly threatens human life and safety; this does not apply to most USACE emergency response deployments), temporary work and the effect on FLSA status are governed by 5CFR 551.208(b) and (c). Note there is no time limit for deployed employees performing work consistent with their FLSA status (exempt performing exempt work; non-exempt performing non-exempt work).

(1) *Effect on non-exempt employees (551.208(b))*-when a non-exempt employee performs exempt work for more than 30 calendar days, the employee must be considered exempt for the entire period of temporary work. When this happens, the employee is not entitled to FLSA overtime pay, but rather Title V overtime pay, and pay may have to be recalculated retroactive to the beginning of the period of temporary work.

(2) *Effect on exempt employees (551.208(c))*-when an exempt employee performs non-exempt work for more than 30 calendar days, the employee must be considered non-exempt for the entire period of temporary work. When this happens, the employee is entitled to FLSA overtime pay instead of Title V overtime pay, and pay may have to be recalculated retroactive to the beginning of the period of temporary work.

h. **The “29-day Rule”** - The “29-day rule” is a USACE coined name for the Corps guidance on the time limit exempt employees can perform non-exempt duties. Exempt employees assigned non-exempt duties cannot perform these duties for more than 30 days without being compensated at the rate of 1½ times their hourly rate of basic pay (i.e. FLSA overtime pay). The FEMA policy is to reimburse in accordance with employees’ position of record. Thus, the Corps would not receive full reimbursement for exempt employees who are entitled to non-exempt pay after 30 days of performing non-exempt duties. Therefore, the “29-day rule” was established for emergency deployments. This rule serves to provide guidance on rotating exempt employees performing non-exempt work before they exceed the 30-day threshold. Because of FLSA issues, the FEMA reimbursement policy, and the importance of appropriately assigning work, most exempt employees are initially assigned to a 29-day or less temporary assignment.

i. In keeping with the FEMA reimbursement policy, it is USACE policy to make every effort to match an employee’s official FLSA status with the FLSA status of the Englink position description. When this is not possible, the length of position assignment should be limited to 30 days or less. An extension beyond 30 days for an employee in a deployed position with an FLSA status not consistent with the employee’s position of record must be approved by the Commander or Deputy Commander with fiscal responsibility.

(1) In the case of exempt employees performing non-exempt work, the period of temporary work is the time during which work is actually performed. Travel time is not considered performing non-exempt duties. The 30-day period does not begin until an employee actually begins performing non-exempt work. Therefore, the 30-day period may not begin on the effective day of the assignment if the employee does not perform non-exempt work that day.

(2) The 30 days of performing non-exempt duties must be consecutive for an exempt employee to retroactively receive non-exempt pay. If an employee goes to the same event multiple times, but performs exempt duties in between deployment, the 30 days starts over. However, sending someone home to avoid the cost of paying FLSA overtime is not acceptable, as it may be considered a manipulation of work to avoid the employee protection purposes of the FLSA. Additionally, a new funding stream or new tasker does not constitute a new 30-day period. There must be an interruption of non-exempt work by exempt work.

(3) In cases where an emergency situation exists, the FLSA determination of the temporary work is made on a weekly basis, rather than a 30-day period (551.208(d)). An emergency situation is narrowly defined as a temporary condition that poses a direct threat to human life or safety, serious damage to property, or serious disruption to the operations of an activity, as determined by the employing agency (551.104). This condition of determining FLSA status is rarely used within USACE because most of our assets are deployed when a direct threat to life or human safety no longer exists. USACE policy states that the emergency situation FLSA determination criteria specified in 551.208(d) will only be used when specifically stated through USACE Headquarters.

(4) When using the emergency situation condition (551.208(d)) to determine FLSA status, non-exempt employees are paid under FLSA regardless of the type of duties they perform. Exempt employees are paid under FLSA if they perform non-exempt duties for more than 20% of their work hours in a given workweek.

(5) When a deployed employee performs duties inconsistent with his official FLSA status, it is the responsibility of the deployed supervisor to certify the performance of these duties and to notify the home station EOC. In order for the employee to be properly paid, the EOC MUST notify the Human Resources office. The Human Resources office and employee's home station supervisor must work together to submit two personnel actions: the first will retroactively change the employee's exemption status, and the second will return it to the correct FLSA status. The HR office is responsible for ensuring the CPOC has the documentation necessary to correctly pay the employee should the employee exceed the 30-day period. DFAS will not accept a memo from the employee's CSR to manually change the FLSA code. The change to FLSA code must be initiated with a personnel action (unless otherwise agreed upon procedures between CPOC/CPAC prevail).

31 Aug 07

j. “Waiver of the Biweekly Limitation on Premium Pay.” At the discretion of the lead (supporting) Division Commander, District level commanders have the authority to temporarily waive the Biweekly Limitation on Premium Pay for specific individuals where the commander can exercise personnel appointing authority (normally the head of an installation or activity). The Lead (Supported) District Commander for an event can be authorized to approve bi-weekly waivers USACE-wide for the specific event assigned to that lead district. Approval of the biweekly waivers must be in accordance with the attached Office of the Under Secretary of Defense memorandum (See Appendix E-12) and the DoD Policy found at <http://www.cpmc.osd.mil/cpm/docs/M1400550.pdf>.

(1) When the biweekly limitation is waived by the lead district commander, a letter from the lead district commander is required by the Defense Finance and Accounting Service (DFAS). The letter should include the specific mission (i.e., Enduring Freedom or other appropriate mission) and effective date (letterhead - template is attached at Appendix E-13, using first example of paragraph 2 in template). This letter will be provided to the UOC, all USACE EOCs and the USACE Payroll Program Manager at Commercial (402) 221-4043 and Fax (402) 221-4766.

(2) Once the biweekly limitation waiver has been issued to DFAS, individual letters can be sent from individual Emergency Managers to DFAS identifying the specific employee's name, SSN, specific mission (as identified in the original waiver letter), effective date and end date, if temporary (letterhead - template is attached at Appendix E-13, using second example of paragraph 2 in template). If the entitlement is temporary and a termination date is provided, DFAS will automatically terminate the entitlement on the end date. No other action would be necessary by the submitting command. If no end date is given at the time of submission the template letter can be used to provide an end date once the mission is completed. If more than one employee is entitled, one letter may be submitted to cover all of the employees.

(3) Both the biweekly limitation waiver letter and the letter should be faxed to DFAS imaging at DSN 699-9795/96/97/98, toll free at 866-401-5849, Commercial at 317-510-9795/96/97/98. Procedures for processing Biweekly and Annual Limitation on Premium Pay are at: <http://cpol.army.mil/library/permis/2415a.html>.

k. Supervisors' Responsibilities and Information

(1) Know the FLSA status of the temporary duties and FLSA status of TDY personnel assigned to you.

(2) Coordinate with the EOC and HR to ensure employees deploy to positions with an FLSA status consistent with the employee's official position of record FLSA status.

(3) Only non-exempt employees should perform non-exempt duties.

(4) Only when other avenues for filling a position have been exhausted should exempt employees be permitted to perform non-exempt duties.

(5) Ensure Commander or Deputy Commander level approval for extensions of exempt employees performing non-exempt duties.

(6) Assess mission needs. If you need TDY assistance beyond 29 days and you do not have sufficient non-exempt employees to complete the non-exempt duties of the mission, initiate taskers for additional personnel at least 15 days prior to the rotation date of exempt personnel. Work with your deployed HR representative, EOC, and UOC to identify personnel staffing options such as reemployed annuitants or volunteers from other federal agencies, or local emergency hires.

7-2. Reporting and Labor Costs.

a. A Direct Charge Matrix has been established to provide guidance for labor charges in support of an emergency effort under the Stafford Act. To ensure labor is properly charged, please refer to the matrix at Appendix C-8 to C-14.

b. Individuals that will deploy are required to provide their regular source of pay, designated as project (i.e., OLMSTEAD lock and dam), overhead (i.e., G&A, RM, Logistics), or appropriated (GE/OMA – ED&M) to the supported EOC.

c. The supported MSC/District EOC should provide time sheets to employees on TDY in support of a disaster. The time sheet should reflect the event name, emergency assignment site, and the mission name, i.e., ice, debris, etc. A memorandum clearly stating their tour of duty should also be issued. This should include a breakout of regular hours, scheduled overtime hours and differential hours. For sample memorandums for GS and Wage employees see Appendix E-14 through E-17. Travel as hours of work entitlements will be determined according to the employees's deployment tour of duty. The deployment tour of duty applies when the employee commences travel to the deployment site and ends upon the employee's completion of return to home station. A Travel Day Form should be filled out. For a sample form see Appendix E-18. If travel comp-time is applicable for any additional hours, employee should complete the required paperwork as stipulated in the travel comp-time policy.

d. Employees deploying in the middle of an Alternate Work Schedule must complete their timesheet for that week or pay period as if they were still at their Permanent Duty Station (PDS.) Depending on which alternate work schedule you are on, the next week or the next pay period, you will be transferred to the disaster tour of duty. Failure to change your work schedule will result in "Monies due to the Government".

e. Employees should report labor to the supported MSC/District EOC/RFO administrative personnel; however, employees working at HQUSACE for a disaster mission should report labor to the UOC. All time must be recorded only on the Time and Attendance (T&A) sheets shown in Appendix E-19. (*modified*). An electronic fillable form is permitted in the same format.

f. The supported MSC/District EOC is responsible for completing and approving DA Form 5172-R., Overtime Request and Authorization prior to the employee working unscheduled overtime not covered in the employee's Tour of Duty Memo. A DA Form 5172-R will also be required for any individual variation to the TOD starting and ending time as well as any variation to the total hours worked for any specific day. Any changed to the regular TOD be it start and end time and/or total daily hours worked will be supported by a revised TOD Memo. The supported MSC/District EOC is responsible for providing the approved copy of the DA Form 5172-R to the supporting MSC/District EOC Under no circumstances will an employee be paid overtime that is not worked, even if included in the TOD.

g. The supported MSC/District EOC should designate one or more administrative personnel to coordinate T&A for employees on temporary duty. It is required that Emergency Field Supervisors verify and sign T&A sheets weekly. Administrative personnel of the supported MSC/District EOC should validate mission assignments and fax/e-mail a copy of the signed T&A sheet to the UOC or the EOC of the supporting MSC/District. When the supported activity faxes the timesheets to the UOC or the EOC of the supporting MSC/District, the fax must include a cover sheet with a reminder to timekeepers and supervisors it is the official report of the employee(s) time. Timekeepers and supervisors are **NOT TO ACCEPT TIMESHEETS OR CHANGES THERETO** sent to them by the employee and must validate that the mission assignment agrees with the *actual* mission assignment cited on the customer order. Under **NO** circumstances should deployed personnel fax/e-mail T&A sheets directly to individual timekeepers or supervisors at HQUSACE or the supporting MSC/District, nor should employees be allowed to phone T&A data to their regular timekeeper or supervisor. T&A sheets for personnel assigned to the UOC or the supported MSC/District EOC should be faxed to the UOC or the supporting MSC/District EOC NLT 1800 hours (disaster site time) every Sunday for the preceding workweek. For early labor cutoff 8 hours regular time should be recorded and no estimated timesheets will be provided by the supported MSC/District EOC.

h. The supporting MSC/District EOC is responsible for verifying labor charge codes and distributing the T&A and Overtime Request Authorization sheets to the appropriate timekeepers. CEFMS labor entry and certification should be based on the T&A sheets signed by the emergency field supervisor. Final CEFMS labor certification should occur at the individual's PDS by their regular supervisor. The UOC or the supporting MSC/District EOC is responsible for maintaining a complete set of the faxed T&A and OT Request and Authorization sheets for the purpose of verifying labor charges before certifying billings to the supported MSC/District.

i. For Stafford Act funding, labor charge codes should be established for each customer order received from the supported MSC/District prior to deployment of the team member. This labor code should be given to the team member to use on the T&A sheet for submission back to the home station. Upon receipt, supporting MSC/Districts should ensure customer orders reflect only one mission assignment (i.e., ESF #3 activation, water, ice, debris, etc.), one event (Hurricane Dennis, El Nino Floods of Northern California, New Madrid Earthquake, etc.), and one type of declaration per State per customer order.

j. PDA/DSR Missions. Departmental overhead costs should not be charged on labor for employees working in direct support of Preliminary Damages Assessments (DA) and Damage Survey Report (DSR) missions. See Appendix E, paragraph 1.5. of ER 11-1-320 which requires overhead to be overridden. FEMA no longer calls it PDA or DSR mission. The correct name is Project Work Sheets (PWS). This is the only mission that overhead is overridden.

7-3. Instructions for Filling out Timesheets. Employees are responsible for reporting their labor to their emergency field supervisor by mission and by declaration. The completed time sheet will be signed by the Emergency Supervisor and given to the UOC (if applicable) or the supported MSC/District EOC for validation of the mission, tasker, and placement of the hours in the proper column. The EOC will validate and fax the timesheet to the supporting MSC/District EOC who will validate the charge code, sign the timesheet and pass it onto the official timekeeper. The original timesheet should be kept at the supported MSC/District EOC for 6 years 3 months.

a. Filling out the Form:

Name Block: Enter the individual's last name, first name, and middle initial.

Permanent Organization: Enter the home station organization and office symbol, i.e., Jacksonville District, CESAJ-CO-E.

Emergency Assignment Site/Mission: Enter the emergency site assigned, i.e., Homestead EFO, mission name and number and declaration number. If unsure, please contact the EOC, or whoever handles the taskers in ENGLink to verify your mission and declaration number.

Dates Worked: Enter the beginning and ending dates for this reporting period. Generally, this should be the Sunday beginning the pay period, and the Saturday ending the pay period. An exception to this is when an individual arrives or leaves in the middle of the week or month end. Reporting is completed weekly, **NOT** bi-weekly, and completed **EVERY** Sunday.

Timekeeper's Name and Fax #: Enter your assigned timekeeper's name and fax number. And enter your permanent duty station. (With the new timesheets the timekeeper's name is omitted, place the FAX # under the timekeeper signature line.)

In & Out Blocks: This is to assist the supervisor in accounting for the individual and the type of pay they should receive. This should be the time the individual arrives for duty and the ending time the individual leaves at night, as well as any departures and returns during the duty period. Hours should be reported based upon the 24-hour clock, i.e., 0700 to 1900 hours. All hours worked will be posted on the day the shift begins (ie. Do not sign out at midnight and back in at 0001). All lunch hours will be reflected in the clock hours.

b. Type of Pay: Enter the number of hours under the appropriate type pay block. Total each column. Definitions and more clarification of type of pay including what is included in Appendix E-20 are:

CB = Compensatory Time for Travel
CD = Credit Earned (not encouraged and not paid by FEMA)
CE = Compensatory Time (not encouraged and not paid by FEMA)
CN = Credit Used (not encouraged and not paid by FEMA) HD = Hazardous Duty Pay
KA = LWOP
KC = AWOL
LH = Holiday Leave
LA = Annual Leave
LS = Sick Leave
LN = Administrative Leave (normally given by Commander)
LV = Excused Leave
OS = Overtime, Scheduled (approved scheduled overtime hours shown in memorandum)
OU = Overtime, Unscheduled (5172-R is required for all overtime hours worked outside scheduled tour of duty)

General Schedule Employees:

RG = Regular, (General Schedule and Senior Executive Service)
SG = Sunday Work (General Schedule and Senior Executive Service)
ND= Night Differential (scheduled regular tour of duty hrs worked between 1800-0630)
HG = Holiday Work (General Schedule and Senior Executive Service)

Prevailing Employees:

RF = Regular, First Shift
SF = Sunday Work, First Shift
HF = Holiday Work, First Shift
RS = Regular, Second Shift
SS = Sunday Work, Second Shift
HS = Holiday Work, Second Shift
RT = Regular, Third Shift
ST = Sunday Work, Third Shift
HT = Holiday Work, Third Shift

c. Labor Charge Code: Labor charge codes should be established for each Customer Order received from a Supported MCS/District prior to deploying team members. The charge code should be given to the team member for inclusion on each submission of their timesheets.

d. Certification Blocks: Each individual involved in managing the individual's time must sign the appropriate block. The employee's signature certifies the time reported is correct. The signature of the field supervisor certifies the employee's time is valid and that the employee was at the site during those hours. The signature of the supervisor at the EOC or the supporting MSC/District EOC certifies that time is approved as shown. After posting time in CEFMS the HQUSACE or the supporting MSC/District timekeeper signs the T&A sheet and forwards a copy to their UOC/EOC.

e. Certification of CEFMS CETAL Report: Procedures need to be established locally to ensure that all required signatures are obtained on the CEFMS CETAL report. The local supervisor signs electronically. The local timekeeper and the employee are manual signatures. Either the employee's signature must be obtained by fax, or similar method, or a suspense file must be maintained to ensure signature is obtained upon return to home station.

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CHAPTER 8
PREPAREDNESS, EXECUTION AND CLOSEOUT
USACE/FEMA FINANCIAL PROCESS
(Cradle to Grave)

8-1. Purpose. The purpose of this chapter is to provide the consecutive financial management process and related tasks consolidated from earlier chapters as it related to a FEMA Mission Assignment (MA) from before receipt by USACE to financial closeout.

8-2. Preparation and Execution (Supported MSC/District).

- a. Receive Mission Assignment (MA) and/or Verbal MFR. Resource Management type personnel “Must be” involved in this process.
- b. Initiate ENGLINK Process For Taskers - Request, Nominate, and Select.
- c. Start Mission Assignment Notebook – Verbals, MFRs, Signed MA’s, Summary Sheet (include amendments) and validate information between ENGLINK and CEFMS.
- d. Add CIC CODE “99FEM” on Work Item.
- e. Enter Verbal MFR/MA into CEFMS – Use guidelines from Chapter 5, and Receipt of Mission Assignments. Set up Customer Order – Create, Technical Approve, Financial Approve
- f. Management Controls/Internal Controls - Handling of funds – checklist (See Checklist in Appendix G of ER 11-1-320) . Responsible Employee assigns Approvers on Work Items.
- g. Create PR&Cs AND TRAVEL ORDERS - For Resource and Work Category Code guidance, see Appendixes B-6 through B-10.
- h. Contract/Advanced Contract Initiative (ACI).
- i. Government Orders – Issue ONE government order with one line item per Mission to the supporting MSC/District.
- j. Labor – ENGLINK Tasker provides Employee Name, Org Code, Mission, and Deployment dates. Do not use Cross Charge Labor (CCL) during a disaster situation.

k. Credit Card – When preparing PR&Cs for card purchases, Supported and Supporting MSC/Districts must be specific in itemizing the specific purchases being made. For example, a line item description such as “Various supplies” is an insufficient description. SF1164 – Miscellaneous Disbursements. Some items can be reimbursed after approval from the Chief of Emergency Management (for example, flashlight and batteries). Appendix C-27. Use of eBay or other auction sites for purchases are discouraged as visibility of what is being purchased is lost when a third party is used for purchase. Use of third party payment services such as PayPal, EBay Billpoint, etc is prohibited.

l. Travel – Travel orders must be completed and authenticated in CEFMS before departing home station. Employees will not be allowed to proceed without a copy of a fully executed travel order, unless specifically authorized to use confirmatory orders IAW Memo dated 3 April 2006, Appendix D-7/D-8.

8-3. Physical Closeout of MA – SUPPORTED MSC/DISTRICT.

a. PERFORM AN UNLIQUIDATED OBLIGATIONS (ULO) REVIEW

b. Closeout Government Orders – refer to COE TO COE section.

c. Inactivate Labor Charge codes if complete.

d. Deobligate excess funds on travel orders.

e. Follow-up on open contract obligations.

f. Once Mission is Physically Complete and letter has been signed and received by the Supported MSC/District, no new employees should be assigned to the mission nor there do any new contract obligations, unless there are additional daily tasks to be performed or issues to be addressed and/or resolved for mission close-out. Additional billings should only have cost from employees' currently assigned or existing contract obligations on the mission. All PRT members should be returned to home station.

g. Once physically complete, a review will be performed by Emergency Management, Resource Management, Contracting, Construction, and the Mission Manager to determine if funds can be partially returned to FEMA. A letter for Partial Return of Funds to FEMA will be completed; Sample Memo, Appendix C-30. Mail original to FEMA, email copy to Division EOC, and keep a copy in MA notebook. (The partial return of funds to FEMA should go directly to the specific FEMA Region responsible for the Supported MSC/ District's missions. This request should not go to the FEMA Finance Center in Berryville, VA.) Do not remove funds out of CEFMS until receipt of the FEMA Form 90-129 reducing the funds.

h. Government Orders – COE to COE

(1) Request other COE activities to return excess funds via EMAIL or Validation of Government Order documents, see Appendix C-19. (Assure Supporting COE activity that funds will be made available if needed after travel audits).

(2) If only travel cost remains on order, the Supporting MSC/District should return half of excess funds within 30 days of request from Supported MSC/District. A 2nd notice will be sent from the Supported MSC/District after the initial 30 day request with a courtesy copy (CC) to Commander.

(3) Ensure all cost transfers are processed timely by the Supporting MSC/District (within 5 business days after error is detected).

i. Travel

(1) Ensure that travel vouchers are filed and travel audits are performed no later than 30 days after voucher is settled.

(2) Ensure that SF1164's are processed (use SF1164's for items not allowed on travel vouchers).

(3) Ensure local travel vouchers are filed in a timely manner (use local travel if mileage is involved in the impacted area).

(4) Ensure all cost transfers are processed timely (within 5 business days after error is detected).

j. Labor

(1) Ensure labor charge codes are inactivated when employee returns to home station (the Overall Deployed Reports in ENGLINK gives a listing of personnel currently deployed).

(2) Ensure all cost transfers are processed timely (within 5 business days after error is detected). For example: Labor Cost Transfers use prior pay period adjustments and for cost charged incorrectly to/from FEMA missions other than labor use the cost transfer within FOA.

(3) See Direct Charge Matrix for guidance on charges for Corps employees performing duties in support of FEMA missions. Appendices C-8 through C-14.

k. Contracts - Coordinate with the assigned Contract Specialist/Mission Manager on final invoice and Release of Claims. The Contract Specialist is responsible for obtaining the Release of Claims and/or letter signed by the Contractor that all invoices have been submitted and paid within 30 days after receipt of final invoice.

1. Government Orders – COE to Other Federal Agency (OFA)

(1) Request other OFA to return excess funds via EMAIL or Validation of Government Order documents, see Appendix C-19.

(2) For IPAC government orders, state in the REMARKS that backup documentation to support charges should be sent to the Supported MSC/District within 10 days. If not received by the 30th day, a charge back will be processed to reverse charges.

8-4. Financial Closeout of MA – SUPPORTING MSC/DISTRICT.

a. Perform an Unliquidated Obligation (ULO) Review

(1) Closeout Customer Orders (Government Order received from Supported MSC/District).

(2) Inactivate Labor Charge codes if complete.

(3) Deobligate excess funds on travel orders.

(4) Follow-up on open contract obligations.

b. All PRT members should be returned to home station.

c. Travel

(1) Ensure that travel vouchers are filed and travel audits are performed no later than 30 days after voucher is settled.

(2) Ensure that SF1164's are processed (use SF1164's for items not allowed on travel vouchers).

(3) Ensure local travel vouchers are filed in a timely manner (use local travel if mileage is involved).

(4) Ensure all cost transfers are processed timely at home station (within 5 business days after error is detected).

d. Labor

- (1) Ensure labor charge codes are inactivated (at home station) when employee returns.
- (2) Ensure all cost transfers are processed timely (within 5 business days after error is detected). For example: Labor Cost Transfers use prior pay period adjustments and for cost charged incorrectly to/from FEMA missions other than labor use the cost transfer within FOA.
- (3) See Direct Charge Matrix for guidance on charges for Corps employees performing duties in support of FEMA missions. Appendixes C-8 through C-14.
- (4) USACE Finance Center (UFC) is responsible for providing Supporting MSC/District's bills and customer order detail reports to the Supported MSC/District on a monthly basis (by the 5th workday).

8-5. Final Billings and Closeout Checklist/Forms. SUPPORTED MSC/DISTRICT.

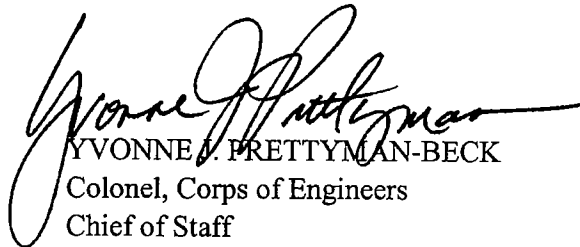
- a. If the unbilled cost is the final and less than \$100.00, the bill will not automatically generate. Contact UFC so the bill can be manually generated.
- b. If the unbilled cost is the final and a credit, contact UFC so the bill can be manually generated. Request via EMAIL to UFC that credit check be mailed FEMA lockbox. MSC/District will only mail paperwork to FEMA.
- c. During Financial Closeout, verify the following:
 - (1) Funding Account Financial Summary, 7.14 screens in CEFMS to verify that there are no open commitments and/or obligations.
 - (2) Customer Order Billings/Collections, 7.6 screen in CEFMS to verify that the Total Billed Amount equals screen 7.14 and to verify that all bills have been paid. If these screens do not match, then there is Unbilled Cost.
 - (3) Cost Account View, 3.10A screen in CEFMS to identify any unbilled cost.
 - (4) If there are no open commitments and obligations, delete Permissions on the work item.
 - (5) Complete Financial Closeout Checklist; Appendix C-21. Keep in MA notebook.
 - (6) Complete Financial Closeout Memorandum; Appendix C-20. Keep in MA notebook.

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(7) Complete Letter for Return of remaining Funds to FEMA; Appendix C-26. Mail original to FEMA and keep a copy in MA notebook. (The return of funds to FEMA should go directly to the specific FEMA Region responsible for the Supported MSC/ District's missions. This request should not go to the FEMA Finance Center in Berryville, VA.)

FOR THE COMMANDER:

5 Appendices
(See Table of Contents)



YVONNE J. PRETTYMAN-BECK
Colonel, Corps of Engineers
Chief of Staff